Interactive Sourcebook Features Guide

Choosing the Year(s) and Federal Judicial District(s):

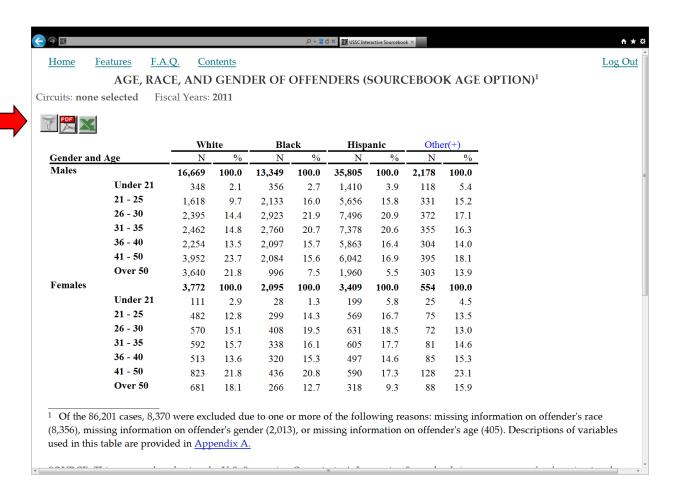
The Interactive Sourcebook provides the user the ability to produce tables and figures for a particular sentencing year or set of years as well as for a particular federal judicial circuit or judicial district. Currently, the Interactive Sourcebook allows the user to generate tables and figures using data for fiscal years 2006-2011. To select the table or figure of interest, first go to the Table of Contents and click on the + sign next to the section headings to access the list of tables and figures available in the section of interest.



For example, if the topic of interest is demographic information such as race, gender and age of offenders, select "Age, Race, and Gender of Offenders" which is Table 7 in the Commission's *Sourcebook*.

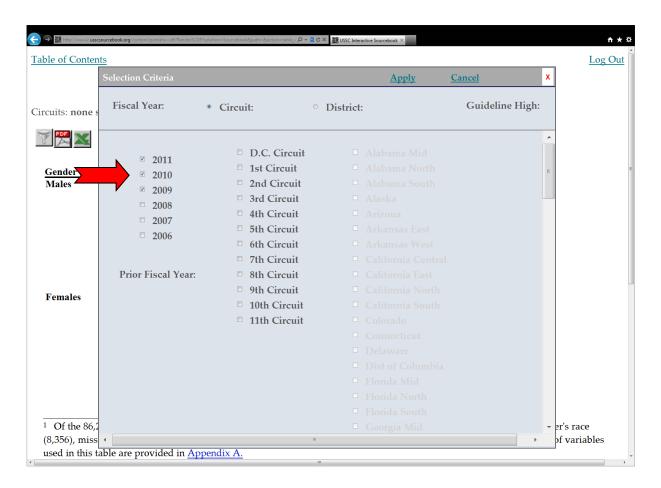


To select a different year or to limit the table or figure to a particular district(s) or circuit(s), click on the funnel symbol in the upper left portion of the page.

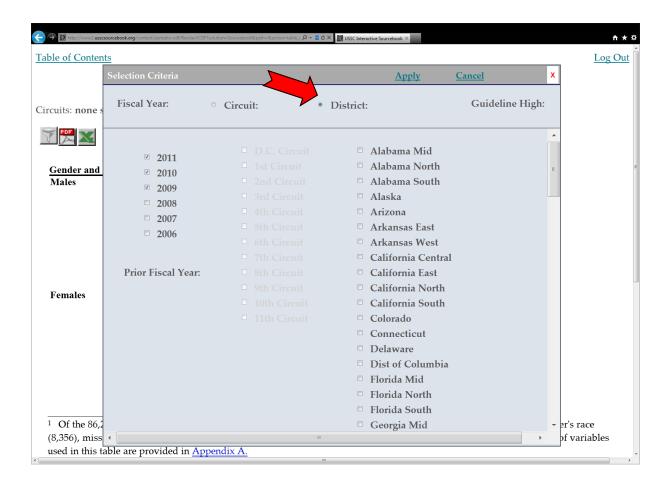


A pop-up box will appear with a list of the fiscal years of data available along with a list of the federal circuits and districts. Note that the Interactive Sourcebook has a default setting that will always show data at the *national level* (*i.e.*, all districts) for the *most recent* fiscal year data available.

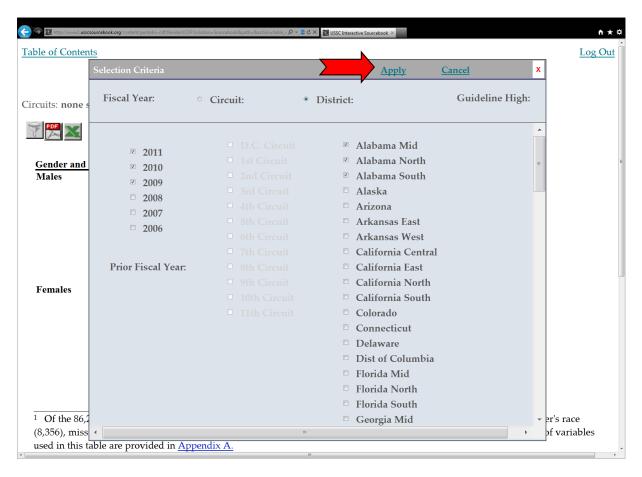
To change the fiscal year of data, unselect the most recent fiscal year, then select the fiscal year or years of data by clicking the appropriate boxes. If more than one year is selected, the data from all the selected years *will be aggregated*. To create a table or figure with data that is **NOT** aggregated, generate a separate table or figure for each year of interest. Creating a separate table or figure for each year will allow comparison of data over time.



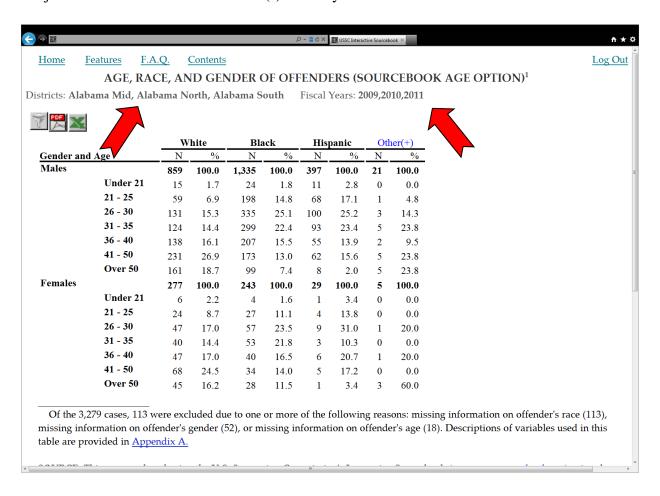
Next, in the same pop-up selection box, the user can limit the information generated to a particular judicial circuit or district. The Interactive Sourcebook defaults to the "Circuit" option, however, by simply clicking on the circle next to the term "District," the district selections will become available. Users *cannot* choose both circuit <u>and</u> district options, however, users *can* choose multiple circuits <u>or</u> multiple districts (e.g., users can choose Alabama Middle, Alabama North, and Alabama South to make a table of all of the judicial districts in the state of Alabama).



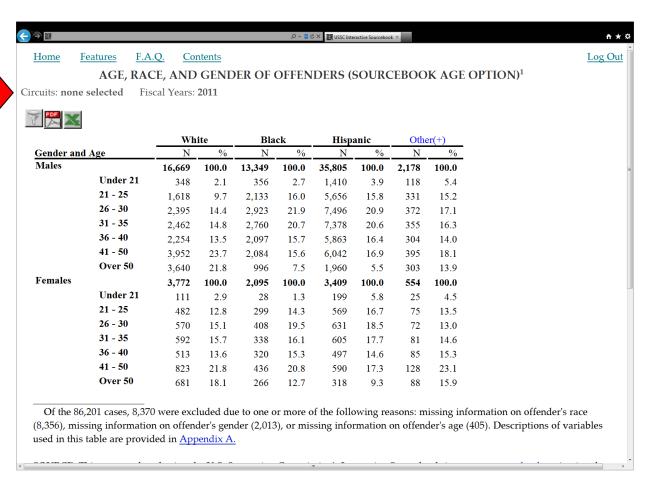
After making the selections, click "Apply" in the upper right-hand portion of the pop-up box.



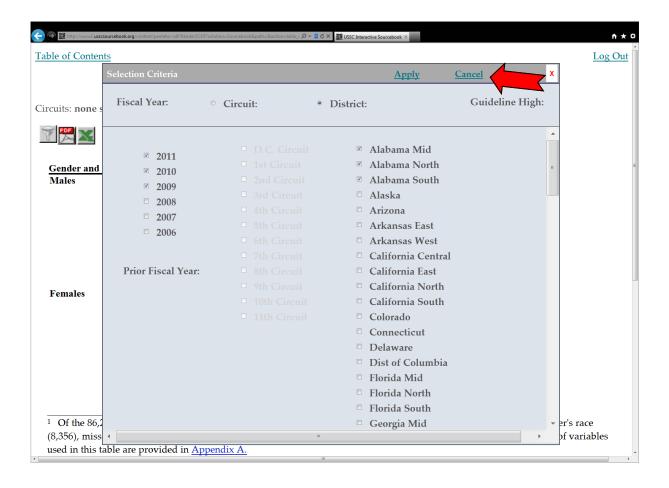
The Interactive Sourcebook will now regenerate a customized table or figure based on the year(s) and judicial circuit or district selection(s) made by the user.



The year(s) and circuit or district selection(s) will be noted in the line under the title. Note that if the user does not specify a particular judicial circuit or district selection, the Interactive Sourcebook will generate a table or figure with information for *all circuits* for the year(s) selected and the text will say "none selected" next to "Circuits."

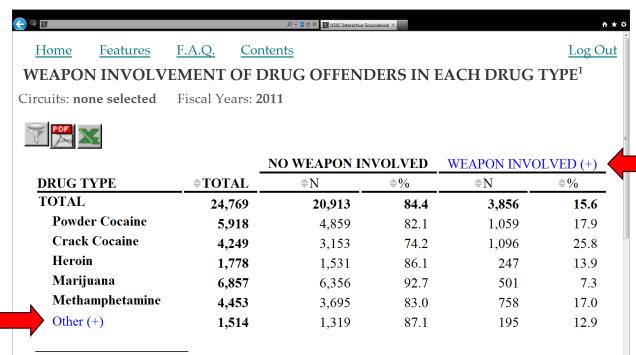


To cancel the fiscal year and judicial circuit or district selections made while the pop-up box is still open, simply click on the word "Cancel" in the upper right hand portion of the pop-up box.



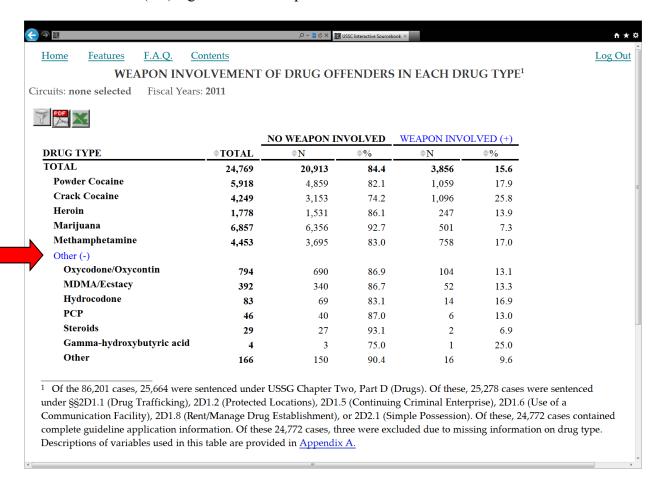
Expanding the Rows/Columns:

Some tables have one or two categories that can be expanded by clicking on the text in blue with a plus ("+") sign.



¹ Of the 86,201 cases, 25,664 were sentenced under USSG Chapter Two, Part D (Drugs). Of these, 'S§2D1.1 (Drug Trafficking), 2D1.2 (Protected Locations), 2D1.5 (Continuing Criminal Enterprise), 'Facility), 2D1.8 (Rent/Manage Drug Establishment), or 2D2.1 (Simple Possession). Of these, 24,772 guideline application information. Of these 24,772 cases, three were excluded due to missing infor of variables used in this table are provided in <u>Appendix A</u>.

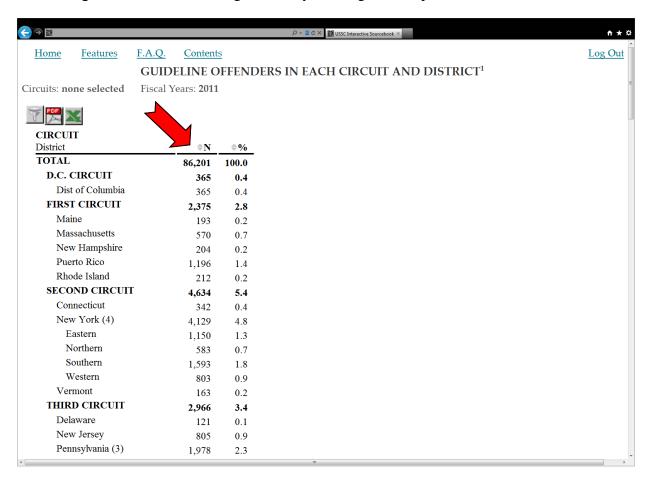
This will expand the "other" category into several more descriptive categories which had previously been aggregated. If you want to restore the table/re-collapse the categories, simply click on the minus ("-") sign next to the expanded column or row with the blue text.



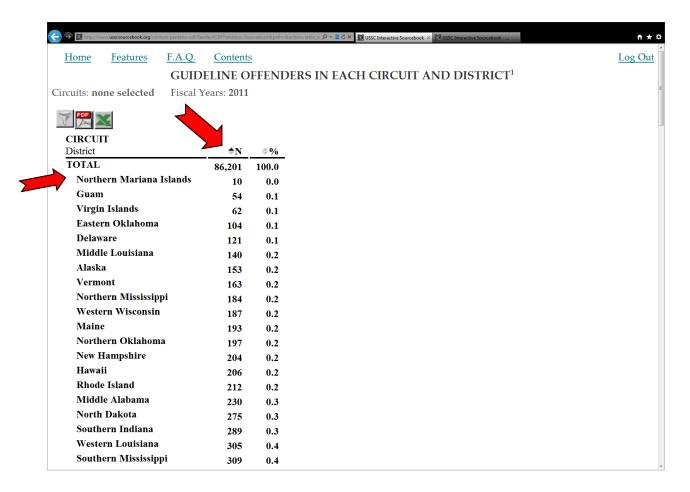
Sorting the Data:

The Interactive Sourcebook allows a user to sort data with specificity. For example, all of the tables by primary offense type default to the primary offense type order set forth in the Commission's *Sourcebooks*. The "sort function" enables users to sort information by the column of your choice (*e.g.*, total number of cases).

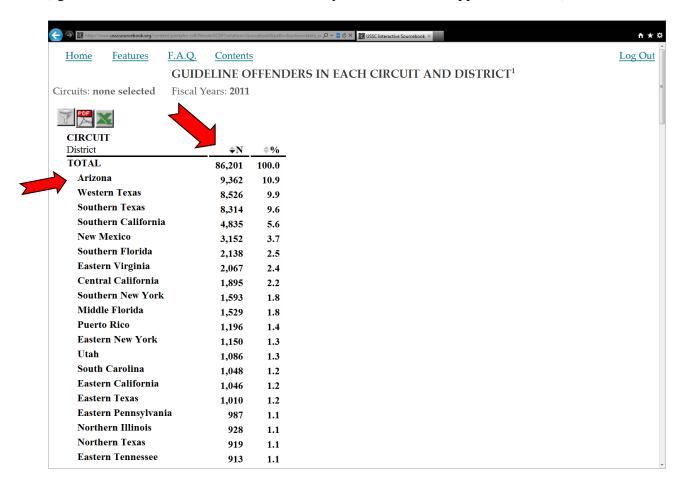
To sort the table, select the column of interest and click the up/down arrows next to that column heading. The sort options are "Natural Order", "Ascending Order", and "Descending Order." The Interactive Sourcebook default is "Natural Order," but that can be changed to either "Ascending Order" or "Descending Order" by clicking on the up/down arrow.



The first time the up/down arrows are selected, the sort will change from Natural sort order to Ascending. If you are sorting on a district with Circuits and Districts (Ex. Table 2), the sort removes the hierarchy of the circuits and the state aggregations so that only districts will appear in the sorted table.



The next time the up/down sort arrows are selected, the sort will change to descending order (again in circuit and district based tables, only the districts will appear in the sort).

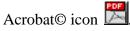


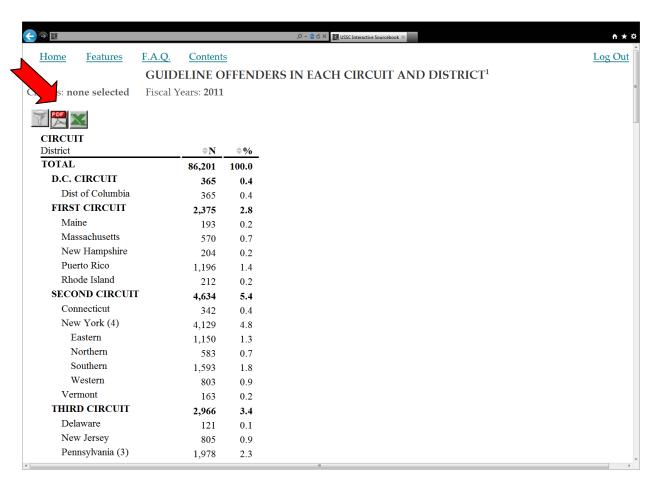
The third time the up/down arrows are selected, the sort returns to the Natural sort order (and the circuit and state hierarchies re-appear in the table).

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			DERS IN EACH CIRCUIT AND DISTRICT	
Circuits: none selected	Fiscal Years: 2011			
POF X				
CIRCUIT				
District	\$N	\$%		
TOTAL	86,201	100.0		
D.C. CIRCUIT	365	0.4		
Dist of Columbia	365	0.4		
FIRST CIRCUIT	2,375	2.8		
Maine	193	0.2		
Massachusetts	570	0.7		
New Hampshire	204	0.2		
Puerto Rico	1,196	1.4		
Rhode Island	212	0.2		
SECOND CIRCUIT	4,634	5.4		
Connecticut	342	0.4		
New York (4)	4,129	4.8		
Eastern	1,150	1.3		
Northern	583	0.7		
Southern	1,593	1.8		
Western	803	0.9		
Vermont	163	0.2		
THIRD CIRCUIT	2,966	3.4		
Delaware	121	0.1		
New Jersey	805	0.9		
Pennsylvania (3)	1,978	2.3		
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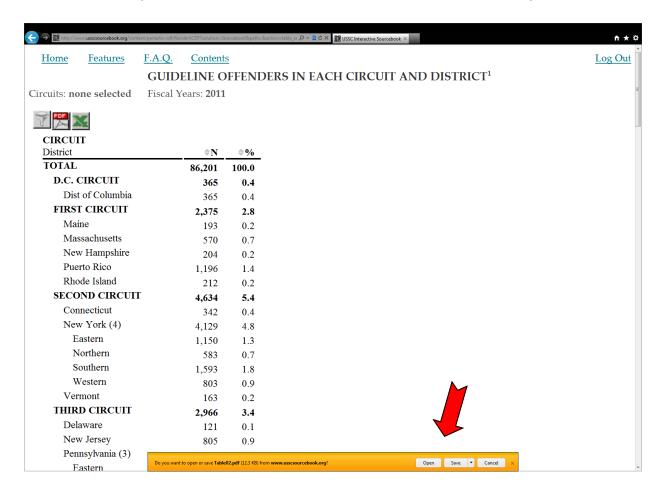
Saving as a .PDF Document:

The Interactive Sourcebook allows a user to save a table or figure as a .PDF document once it is generated. This feature allows the user to import the table or figure into a slideshow or document, or save it on the user's computer. In order to create a .PDF, click on the Adobe

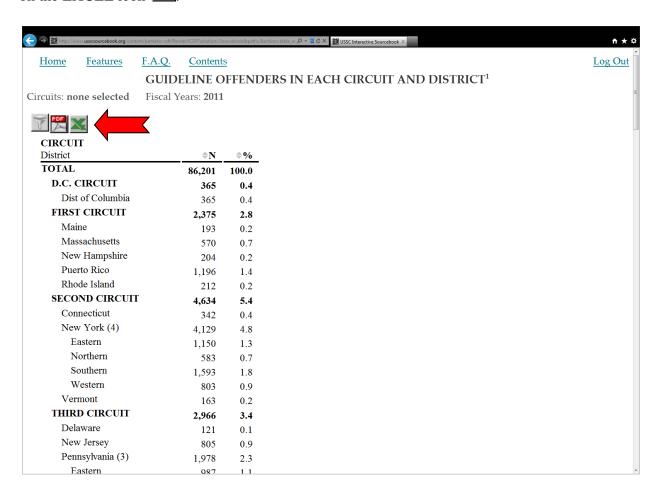




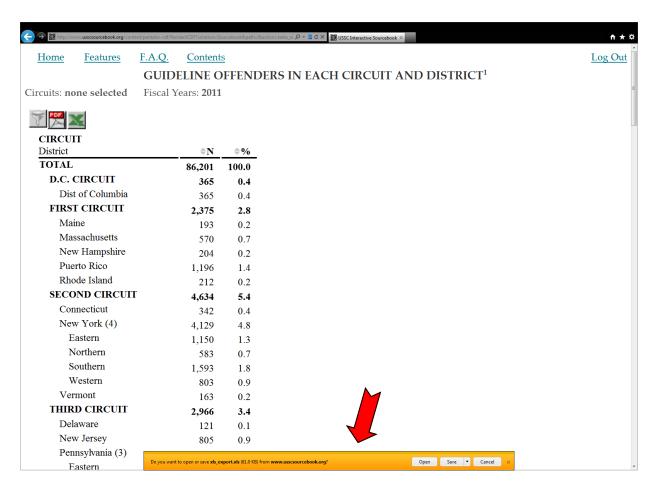
A pop-up box will appear giving you three options: "Open," "Save," and "Cancel." Clicking on "Save" allows users to save the file on their computer. Note that the table name will default to the Commission *Sourcebook* table number and will save in the default download directory unless a different name and/or location is specified. The .PDF will include whatever selection criteria have been chosen (*i.e.*, what is on the screen will be what is created in the .PDF).



Importing Data into Excel:



A pop-up box will appear with three options: "Open," "Save," and "Cancel." Clicking on "Save" allows users to save the file on their computer. Note that the table name will default to the Commission *Sourcebook* table number and will save in the default download directory unless a different name and/or location is specified. The EXCEL file will include whatever selection criteria have been chosen (*i.e.*, what is on the screen will be what is created in the save file).



Descriptions of the Variables:

Descriptions of variables used in the Interactive Sourcebook are available by clicking on the "Appendix A" link.

